

99077020040005, 99077020040005

Library card issue for special groups of people

Heruntergeladen am 22.06.2025

<https://fimportal.de/xzufi-services/101959316/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99077020040005, 99077020040005
Leistungsbezeichnung I	Library card issue for special groups of people
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Kultur (077)
Verrichtungskennung	Ausgabe (040)
SDG-Informationsbereich	
Lagen Portalverbund	Ausweise (1070100), Kinderbetreuung (1020200)
Einheitlicher Ansprechpartner	Nein

Modul	Sachverhalt
Fachlich freigegeben am	12.07.2019
Fachlich freigegeben durch	Ministry of Science, Research and Culture of the State of Brandenburg
Handlungsgrundlage	User regulations of the respective library Fee schedule of the respective library
Teaser	You will receive a library card for special groups of people as soon as you register at a library.
Volltext	If you want to borrow or order books and other media, you will need a library card. A library card is also required to access electronic resources (e.g. e-journals, e-books, databases) and, where applicable, other library services (e.g. online interlibrary loan or -user account). The library card must be presented for each loan. Note: The validity of the library card is limited in time (e.g. 12 months), so you must apply for an extension if necessary.
Erforderliche Unterlagen	• Valid identity card or passport with a current registration certificate from the responsible registration office or other official identification with residence details • Presentation of an official certificate or certificate from the training center or student ID card or similar
Voraussetzungen	Proven membership of a special group of persons in accordance with the Terms of use and charges
Kosten	
Verfahrensablauf	You can obtain a library card for special groups of people by prior application: • Submit the application documents to the library. • Pay the user fee. • You will then receive the library card immediately on site or by post within a few days.
Bearbeitungsdauer	• In person on site: about 15 minutes • by post: maximum 10 days
Frist	

Modul	Sachverhalt
weiterführende Informationen	
Hinweise	• The library must be informed immediately if you lose your card or change your personal details. • The library card remains the property of the library and is not transferable to other persons.
Rechtsbehelf	
Kurztext	• Library card issue for special groups of people (e.g. pensioners, students, trainees, FSJ and BFD participants) • issued immediately after registering at a library • Card is either handed out in person on site or sent by post • Personal appearance usually required • Limited period of validity (e.g. 12 months); can be extended on request • Responsible: respective library
Ansprechpunkt	
Zuständige Stelle	the respective library
Formulare	Forms: Registration form
Ursprungsportal	Bibliotheksausweis Ausgabe für besondere Personengruppen, Library card issue for special groups of people